

## **MAC GALLERY POLICY**



Manhattan Arts Center  
1520 Poyntz Avenue  
Manhattan, Kansas 66502  
(785) 537-4420

[www.manhattanarts.org](http://www.manhattanarts.org)

[gallery@manhattanarts.org](mailto:gallery@manhattanarts.org)

**The Manhattan Arts Center Gallery Committee strives to provide quality exhibits that reflect the diverse cultural environment of the Manhattan area. Our intent is to educate by emphasizing the work of local and regional artists.**

1. The length of a gallery exhibition at MAC will typically be three to six weeks.
2. The MAC Gallery Committee is responsible for the proper installation and removal of work. The committee retains the right to remove work from the exhibition as cause or need arises. All work will remain on display for the duration of the exhibit; the artist agrees not to remove any part of the exhibit until the exhibit closes.
3. Costs for shipping works to and from MAC are the responsibility of the artist, unless otherwise arranged.
4. All work displayed in the galleries should be suitably prepared for exhibition. Artwork may NOT have been previously exhibited at MAC. All artwork must be marked with the sale price or value on the back of each piece, for insurance purposes. MAC may request of the artist an appraisal to verify the value the artist has assigned to not-for-sale work. An inventory, including the title and price, must be given to MAC upon delivery of the work.
5. MAC does not accept print reproduction of original artwork or unlimited edition prints. Any prints or reproductions, including photographs and digital media, should be part of a signed limited edition printing of no greater than 200 prints.
6. MAC is responsible for designing, printing and mailing exhibition announcements if distributed. MAC, City of Manhattan logos and consistent information must be included. If available, the artist will be provided with announcement cards upon request.
7. MAC is responsible for promoting the exhibition, through press releases and other contacts with local media and through social media.
8. The artist will furnish MAC with resume, photos of work, website and other pertinent materials when the exhibition agreement is submitted.
9. Art is insured while on exhibit for either the stated sale price or for a stated insurance value. In case of loss or theft, the artist will be reimbursed for 65% of the value of work; damaged work will become property of MAC. MAC carries \$50,000 of insurance coverage for art exhibits in the galleries. Unless a different agreement is reached, the artist is responsible for any additional coverage required.
10. The galleries are open to the public during regular MAC hours, on Saturday afternoons and during evening performances at MAC. A staff member or responsible volunteer is always present when the galleries are unlocked.
11. Sales of work, including sales tax, will be handled by MAC. MAC will receive 35% of all sales. The artist will receive payment for works sold, minus 35%, approximately 10 days after the exhibit closing date. *[See separate arrangement for Wrap It Up.]*